
Activity Specific Firearm Safety Plan for ACRF/North Slope of Alaska



**Environmental Characterization and Monitoring
Department**

Sandia National Laboratories

Revision 9

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Firearm Safety Plan Approvals

This safety plan is approved by the undersigned and includes the firearm and ammunition storage practices described in this document.

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Abbreviations

AAO	Adjacent Arctic Ocean
ACRF	ARM Climate Research Facility
ARM	Atmospheric Radiation Measurement (Program)
BSP	Bear Safety Plan
CRF	Climate Research Facility
CPR	Cardiopulmonary Resuscitation
CTA	Central Training Academy
DOE	Department of Energy
FSP	Firearm Safety Plan
NNSI	Non-proliferation and National Security Institute (formerly CTA)
NSA	North Slope of Alaska
SM	Site Manager

For More Information

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Revision 9

January 2004

Activity Specific Firearms Safety Plan

For ACRF North Slope of Alaska

Project Overview

The Atmospheric Radiation Measurement (ARM) Program, sponsored by the US Department of Energy, is engaged in a long-term study of the effects of clouds on solar radiation flux and climate change in various geographical locations around the globe. An ARM Climate Research Facility (ACRF) site has been developed on the North Slope of Alaska (NSA) for long-term, continuous measurement of various important atmospheric, cloud and climate parameters in the polar regions of the earth. A primary ACRF/NSA site exists near the town of Barrow with a secondary site at the inland North Slope village of Atkasuk. Occasionally, other instrumentation sites are established in other more remote areas on the North Slope or adjacent Arctic Ocean to support a variety of shorter-term studies. In addition to a data acquisition center within the ACRF/NSA project office near Barrow, the central facility at Barrow consists of a cluster of instrumentation shelters out on the tundra that house a variety of meteorological instrumentation that are routinely visited by regular site personnel. Site visitors work at these locations as well, although on a much less frequent basis.

By virtue of its Arctic location, personnel working at the various ACRF/NSA monitoring sites may encounter a polar bear hazard and a bear safety firearms program has been instituted among site workers to address this potential hazard. This document outlines the firearm safety plan that accompanies the use of firearms by ACRF/NSA personnel while working in situations where a polar bear hazard may exist.

Firearms safety on all project-related work at all project locations will be governed by this plan.¹ The Site Manager (SM) bears overall responsibility for defining the Firearms Safety Plan (with DOE approval), and for insuring that all project participants follow this safety plan. Project participants include ARM-affiliated DOE National Laboratory personnel, other ARM Program scientists and instrument mentors with university affiliations, as well as various subcontractors working at the site.

Management Policy for the Use of Firearms

Polar bears are a well-recognized hazard on the North Slope of Alaska. Local public safety and wildlife management organizations strongly recommend that outside of towns and villages, people carry appropriate firearms to defend against polar bears during most of the year. In view of this polar bear threat, it is Sandia's management policy that the option of bearing firearms while on official project business be available to appropriately trained site personnel. Furthermore, it is Sandia's policy that those who carry firearms are to do so in a safe and responsible manner. Project personnel routinely working out on the tundra and/or the ice are to be trained in the use of a firearm suitable for protection against the polar bear threat. Firearm handling and use is monitored to insure that personnel and public safety is maintained. Untrained project personnel visiting remote ARM work areas will not be issued project firearms. Alternatively, armed, firearms-trained individuals will accompany them as the need arises. The project firearms are to be used by NSA project personnel only during official project business. Furthermore, project personnel while on project business may carry

¹ In cases in which project-related work is taking place on a site controlled by another agency, firearms safety issues will be negotiated with that agency.

only specified, project-owned firearm models that are approved for use against the bear threat by the Site Manager (SM). Should the situation arise that an inadequate number of SNL-approved firearms are available on site in operational condition, the SM or his designated alternate may arrange for the temporary use of additional firearms by the project through local North Slope agencies.

This document is an activity specific firearms safety plan. An accompanying ACRF/NSA/AAO safety document entitled the Bear Safety Plan outlines safe work practices in a North Slope work environment that may include a bear threat. Both documents must be read and understood by all project personnel prior to the use of firearms at ACRF/NSA/AAO remote work sites.

Authorization to Carry Firearms

The SM or a designated alternate shall specify which personnel are authorized to carry project firearms during work at ACRF/NSA/AAO sites. The SM shall post a list of individuals authorized to carry firearms at the ACRF/NSA/AAO web site (http://www.arm.gov/docs/sites/nsa/documents/esh/fsp_auth.html). A training expiration date is also included in the list for each authorized individual. The Site ES&H coordinator shall have the responsibility to periodically check the entries in the firearm use log to verify that only authorized personnel carry project firearms. The ES&H coordinator or the Site Manager shall have the authority to discontinue the authorization of individuals to carry firearms on project business at any time. Failure to keep firearms training current as required in this plan shall result in revocation of shotgun use privileges.

Authorized Firearms and Ammunition

The firearms and ammunition that are authorized to be carried by authorized project personnel are as follows:

Shotgun: Remington Model 870, 12-gauge, short-barrel shotgun

Ammunition: 12 Gauge, 2¾-inch Brenneke KO Slug (1 ounce) or equivalent

The selection of this firearm and ammunition is consistent with the policies and recommendations of the North Slope Borough Wildlife Management Department, the Departments of Natural Resources of the Northwest Territories and of Manitoba, Canada, and other organizations charged with managing wildlife and/or maintaining public safety in the Arctic. Project personnel are limited to use of the above firearm model and type of ammunition only. Other ammunition may be used during training classes and during authorized firearms practice sessions only as specified by the firearm safety instructors.

Use of any other firearms or ammunition at ACRF/NSA/AAO sites is prohibited. Prohibited firearm use or storage at any of the ACRF/NSA/AAO sites includes personally owned, employer-provided, or other government-owned firearms.

Training

To carry a firearm on project business, an authorized user must:

- Have successfully completed the initial shotgun training class.
- Be current in their annual refresher training class requirements.
- Have read the Firearm Safety Plan and accompanying Bear Safety Plan.

- Have completed Red Cross (or equivalent) First Aid and CPR classes.
- Be familiar with personal protective equipment and its use during firearm training exercises

Each of these elements is discussed in more detail in the following sections.

Trainer Qualifications

For protective force firearm safety training, the applicable DOE orders state that all instructors must be certified by DOE Non-proliferation and National Security Institute (NNSI) personnel. The use of firearms for personnel protection against a polar bear threat is outside the scope of protective force programs that the DOE firearm safety orders specifically addresses. Consequently, in light of cost and logistical considerations, the ACRF/NSA/AAO program personnel, with DOE/OKSO concurrence, have chosen to exercise the option of contracting with experienced firearm safety training personnel, who are resident in Alaska; who have direct knowledge of the polar bear threat; and who have adequate professional credentials. Firearm safety trainers who may conduct the training sessions at the Barrow location shall have the following minimum professional credentials:

- National Rifle Association Firearm Safety Instructor Certification.
- Must be active in other firearm safety training activities in addition to those conducted for the ACRF/NSA/AAO project.
- At least 10 years firearm safety training experience that includes both classroom and live-fire range experience.
- Must have observed an ACRF/NSA/AAO firearm safety course conducted by CTA or CTA-certified firearm safety instructors.
- First Aid training (taught by a certified First Aid instructor) that covers response to gunshot and puncture wounds.

Those conducting training in Albuquerque at the DOE/NNSI shall be NNSI staff instructors or NNSI-certified instructors.

Initial Training

Individuals designated by the SM or his alternate shall be trained by qualified firearm safety instructors on contract to the ACRF/NSA/AAO project or by certified instructors from the DOE Safeguards and Security, Non-proliferation and National Security Institute (NNSI). These instructors shall provide a two-day combination of classroom and live-fire instruction including firearm manipulation, marksmanship, as well as firearm maintenance, storage and cold-weather care. A firearm lesson plan to be used during any ACRF/NSA/AAO training occurring in Alaska is included in Appendix A. A similar lesson plan shall be used at the DOE/NNSI facility for the class training offered in Albuquerque. The annual two-day training will be offered on an as-needed basis for those firearm users coming into the program for the first time.

Retraining

Re-training shall be repeated on an annual basis and shall consist of a half-day refresher course that shall include both classroom and live-fire training. As a result of the logistical difficulties in arranging personnel training on the North Slope, annual retraining requirements allow a one-month grace period, such that training expiration will not occur until 13 months have elapsed since a previous training event.

The refresher course content shall be the same as that offered in the full 2-day class; however, it will be presented in summary and review format. Annual retraining topics shall consist of the following:

- Review of DOE firearm safety rules
- Review of shotgun nomenclature, marksmanship, manipulation, and malfunction clearance
- Practice manipulation and firing with birdshot and slugs
- Live-fire with slug ammunition on a range
- Firearms cleaning
- First aid puncture wound refresher training (taught by a certified First Aid instructor)

This course will be approximately 4 hours in duration and shall include a refresher-training segment on first aid response to gunshot or puncture wounds taught by a certified instructor from either Sandia Medical for the Albuquerque retraining or from the Fairbanks area for the Alaska training. Records pertaining to re-training events shall be kept at the ARM/NSA project office at Sandia National Laboratories in Albuquerque.

Other Training Procedures

Procedures related to live-fire range clearance and use in Alaska and firearms cleaning are included in Appendices B and C respectively. Range clearance and use associated with live-fire training at the DOE/NNSI facility in Albuquerque are part of the standard operating procedure of the NNSI facility and are not included in this document.

Additional Mandatory Training

In addition to firearms safety training, all individuals authorized to carry firearms shall complete a Red Cross First Aid course and a CPR course, taught by certified first aid instructors. It is the responsibility of each individual to schedule and maintain currency in first aid and CPR. Copies of first Aid/CPR training certificates shall be forwarded to the ARM Project office at Sandia National Laboratories. In addition to Red Cross first aid training, a first aid training class on puncture wounds shall be completed as a part of the initial firearm training and the annual refresher course.

Training Records

Training records shall be maintained on the Sandia TEDS (Training and Education Data System) by the ACRF/NSA/AAO project office at Sandia National Laboratories. Other documentation related to the firearm-training program is also kept at the Sandia ACRF/NSA/AAO project office.

Firearm/Ammunition Storage, Access and Maintenance

Storage

Firearms shall be stored in locked gun cabinets at the either the ACRF/NSA/AAO duplex or instrumentation shelter location. Ammunition shall be stored inside locked gun cabinets or if not in the gun cabinet, in separate locked storage containers. Ammunition storage inside the gun cabinet need not be under separate lock and key. Any proposed changes to firearm storage facilities at the ACRF/NSA/AAO shall be reviewed and approved by a designated Sandia firearm safety engineer.

Access

All ACRF/NSA/AAO personnel currently authorized to carry DOE firearms shall have access to gun safe keys. Access to gun cabinet and ammunition case locks shall be arranged through the ACRF/NSA/AAO Facilities Manager. A logbook containing a sign-out sheet is located in each of the two gun safes and shall be used for shotgun and ammunition checkout and return. The information to be recorded on the sign-out sheets includes the date and time of checkout, the nature of the activity for which the gun is required, the serial numbers of the guns(s) involved, and the printed name and the initials of the user.

Maintenance and Inspection

All project firearms shall be annually inspected and maintained by a certified armorer associated with either the DOE's NNSI facility on Kirtland Air Force Base (KAFB) or Sandia National Laboratories' Albuquerque Security Force. Typically, half (six) of the project firearms will be in storage at the either Sandia or NNSI and available for training and use in Albuquerque and the other half will be in service at the ACRF/NSA/AAO site on the North Slope.

Gun and ammunition inventory checks will be performed monthly by ACRF/NSA/AAO site personnel and associated paperwork shall be faxed to the Sandia ACRF/NSA/AAO program office. Copies of all maintenance and inspection records will be kept at the ACRF/NSA/AAO Sandia office.

Shipment of Firearms and Ammunition

It is the responsibility of the Site ES&H coordinator to insure that firearms are shipped between Albuquerque and Barrow in accordance with applicable regulations. Certified armorers from either the DOE/NNSI or Sandia National Laboratories in Albuquerque conduct annual inspection and maintenance of ACRF/NSA/AAO firearms. Normally, half (six) of the shotguns are stored in Albuquerque and the other half are kept at Barrow. Consequently, the firearms need to be shipped to and from the ACRF/NSA/AAO facility in Barrow in order to carry out annual firearm inspection. Shipment is accomplished using overnight shipping carriers such as FedEx. Specific procedures to be followed for firearm shipment from Barrow to the DOE/NNSI site in Albuquerque are included in Appendix D. Contact information for the shipment clerks at Sandia are also given in the appendix and additional questions concerning the shipment of firearms should be directed to these individuals. Effective January 2004, written records associated with firearm shipment to and from the ACRF/NSA/AAO site are kept at the Sandia ACRF/NSA/AAO program office. Firearms should always be shipped to the Sandia shipping address (and to the attention of Jeff Johnson, the Sandia armorer) and never shipped to the Sandia ACRF/NSA/AAO program office address. See Appendix D for additional information and guidance concerning firearm shipments.

Ammunition shipments are normally received at and not sent from the ACRF/NSA/AAO Barrow office. Bird shot and slug ammunition is normally purchased in Anchorage and delivered to Barrow via air freight. All incoming ammunition shipments will have a hazardous cargo designation. Following notification of ammunition shipment receipt at Barrow, all items should be inventoried and stored either inside the locked gun storage safes or in the locked excess ammunition storage area at the Barrow Duplex. In the event that an outgoing ammunition shipment is required, the ACRF/NSA/AAO ES&H coordinator should be consulted for procedures to be followed.

Independent Firearm Safety Program Review

Members of the Sandia Firearm Safety Committee or their designees shall perform ACRF/NSA/AAO Firearm Safety Program assessments annually. The nature and content of these annual program reviews are the responsibility of the Firearm Safety Committee or their designees.

Firearm Safety Rules

The following safety rules shall be strictly adhered to for the safe transportation, handling, loading, unloading and use of firearms. These rules include, but are not limited to the following:

- 1) Always handle firearms as if they are loaded.
- 2) Never point a firearm at anything you are not willing to destroy.
- 3) Keep your finger off the trigger until the sights are on the target.
- 4) Be sure of your target.
- 5) Know what is down range and behind your target.
- 6) All firearms shall be carried in the manner specified in the appropriate instruction manual or in accordance with instructions received during training.
- 7) Firearms shall not be left unattended and/or unsecured.
- 8) Loading and unloading of firearms shall be done only in a prescribed manner and location. Reloading in the field is permitted as necessary.
- 9) Unloaded firearms and ammunition shall be stored in a predetermined secured location.
- 10) When a firearm is being cleaned, live ammunition for that firearm shall not be allowed in the cleaning area.
- 11) Firearms shall not be used by personnel who are under the influence of alcohol or other intoxicating substances or who are otherwise unfit for duty.

Firearms safety is a very important aspect of environmental safety and health. Firearms, loaded or unloaded, shall not be pointed at, or otherwise used to threaten any other human being, even in jest. Failure to observe this and the other provisions of this plan may serve as grounds for disciplinary action.

Transportation, Handling and Use of Firearms at ARM/CRF Sites

Transporting Firearms

Transport of firearms to and from the work or training site may be accomplished in a safe manner by first insuring the gun is unloaded prior to loading the firearm into a vehicle. Shotguns and ammunition may be transported in a vehicle trunk or other vehicle cargo carrying area and need not be transported in a locked case. Furthermore, a gun rack is not required for safe transport of the firearms to and from the location where used. Unattended vehicles containing firearms and ammunition should always be locked.

Note: A recent federal law requires that firearms be transported through school zones in an unloaded condition and in a locked case. Appropriate measures should therefore be taken when transporting firearms between the ACRF/NSA/AAO Duplex and the airport during the annual firearm rotation.

Determination To Issue Firearms

During those periods of time when there is a perceived bear hazard, those authorized to carry firearms shall in consultation with regular site workers (e.g. Walter Brower and James Ivanoff) determine if and how many firearms should be used at a remote work site. The decision to carry firearms and their number is to be based on the severity of the perceived threat and the possible separation of the team into subgroups during the work activity. On the sea ice, by definition, a polar bear threat always exists and the use of firearm protection under these work conditions is strongly recommended.

Personnel who are under the influence of alcohol or other mind-impairing substances or who are otherwise unfit for this duty are prohibited from checking out firearms.

Inspection of Firearms (Prior To Loading)

Authorized personnel who check out firearms shall inspect the firearm to insure that it is not loaded and that it is free from obvious damage. They shall also perform a function check of the firearm according to the manufacturer's instructions or according to techniques learned during firearms training. The inspection for damage and the function test must be completed prior to loading the firearm. In the event that a defective firearm is encountered during initial inspection, the firearm shall be tagged as defective and the Site ES&H coordinator notified such that arrangements can be made for its repair.

Loading, Unloading and Carrying Firearms in the Field

When a group is preparing for work in a remote area or for local firearm practice, the firearms shall be loaded following the instructions and methods learned during training. Only authorized ammunition shall be used. For remote area work, the firearm shall be loaded at the work staging area. In remote area work, all firearms shall be carried in the "half-load" condition (no round in the chamber), and the firearm placed in the "SAFE" mode (the safety shall be on). Firearms should be left in this condition until a bear threat is encountered whereupon a full-load (round in the chamber) condition may be warranted. For firearm training situations, loading and unloading shall be done in accordance with specific instructions from the training session instructor.

In the field, firearms shall be carried with an approved sling or other device in a manner learned during training to insure muzzle control at all times. The firearm shall always be under the personal control of the person(s) who checked it out (e.g. in person's immediate possession, in a locked rack, or locked inside a vehicle).

Firearms that are being transported in populated areas shall always be transported in an unloaded condition.

After completion of work in a remote area or a training event and, upon arrival back at the staging area, the firearm shall be unloaded using procedures taught in the safety course. The firearms shall be checked in and stored in the locked, gun safes provided at the ACRF/NSA/AAO duplex or instrument shelter.

A logbook shall be maintained in both firearms storage cabinets to record all firearm use. Information to be recorded includes the date and time of checkout, the nature of the activity, the serial numbers of the firearms involved, and the printed name and the signature or initials of the user. The entries in this log shall be available for inspection by the ES&H coordinator at all times. At least once per year, the ES&H coordinator shall review and sign the log book in order to verify appropriate use.

Non-project personnel residing at, traveling across, visiting or working near ACRF/NSA/AAO facilities cannot be prohibited from carrying firearms since DOE does not own the land occupied by the CRF sites. Non-project personnel are exposed to the same bear hazards as project personnel and are entitled to exercise appropriate protective measures. Sandia does not assume any responsibility for the safety of non-project personnel. Possession or storage of any non-project firearms at the ACRF/NSA/AAO Duplex in Barrow is strictly prohibited.

Circumstances Requiring Reporting of Shotgun Use

The following three circumstances involving ACRF/NSA/AAO shotguns require a report to the ARM Site Manager:

- The unintentional discharge of a gun (as dictated in DOE Order 232.1A)
- Firing of a gun at a bear or other wildlife
- Other situations involving a gun discharge when the user was defending himself or others.

These incidents shall be reported immediately to the Site Manager (Bernie Zak, 505/845-8631) and the Sandia ES&H coordinator (Jacqueline Hernandez, 505/844-6576).

Emergency Response and Communications

Communications among field teams at the ACRF/NSA/AAO remote sites are accomplished primarily through the use of conventional and cellular telephones. Work practices require that at least one member of a remote site work party carry a cellular phone and spare battery. The cellular phone should be used to initiate an emergency response in the event of an accident involving a firearm. The emergency response number is “911” as taught in the annual first aid refresher session. The individual calling for assistance should report the following information to emergency response personnel:

- 1) the nature of the accident
- 2) the accident location
- 3) the current condition of injured party
- 4) the type of firearm causing injury, etc.

Following notification of emergency personnel, onsite personnel should attend to the accident victim using the first aid response measures taught in the first aid refresher class.

Authorized Firearm User List

A copy of the Authorized Firearm User List is posted at the ACRF/NSA/AAO web site: http://www.arm.gov/docs/sites/nsa/documents/esh/fsp_auth.html.

The authorized user list shall be updated following the annual refresher training classes.

Appendix A: ARM/NSA Firearm Safety Instruction Plan

Session 1: Basic Firearms Safety

Duration: 1 Hour

Session Objectives

Following this session students will be able to:

- 1) Know the appropriate rules of firearm safety.
- 2) Reproduce and demonstrate the safety rules.
- 3) Teach the safety rules to other students.

Description: Initial firearms safety training will take place in the classroom with no live ammunition present. Training will include a general firearms safety orientation stressing the basic rules of gun safety. The session will also include specifics on the capabilities of firearms and ammunition and the implications thereof. Firearms safety considerations for the specific firearms used in the ACRF/NSA/AO bear protection program (e.g. Remington Model 870 Shotgun) will also be presented.

A supervised practice of firearm handling and manipulation will be conducted with the students in the classroom. Dry firing will be taught and practiced and its associated benefits will be discussed. Range safety procedures will also be discussed and will include a description of the safe firing procedures for the outdoor shooting portion of the class. Ammunition malfunctions that might occur on the range will be also discussed along with appropriate response measures.

The general firearms rules to be taught are:

- 1) Always keep the gun pointed in a safe direction.
- 2) Always keep your finger off the trigger until ready to shoot.
- 3) Always keep the gun unloaded until ready to use.

DOE safety rules that will be reviewed are:

- 1) Always handle firearms as if they are loaded.
- 2) Never point a firearm at anything you are not willing to destroy.
- 3) Keep your finger off the trigger until the sights are on the target.
- 4) Be sure of your target.
- 5) Know what is down range, behind your target.
- 6) All firearms shall be carried in the manner specified in the appropriate instruction manual or in accordance with instructions received during training.
- 7) Firearms shall not be left unattended and/or unsecured.
- 8) Loading and unloading of firearms shall be done only in a prescribed manner and location. Reloading in the field is permitted as necessary.
- 9) Unloaded firearms and ammunition shall be stored in a predetermined secured location.
- 10) When a firearm is being cleaned, live ammunition for that firearm shall not be allowed in the cleaning area.
- 11) Firearms shall not be used by personnel who are under the influence of alcohol or other intoxicating substances or who are otherwise unfit for duty.

Session 2: Bear Awareness and Avoidance

Duration: 2 hours

Session Objectives

As a result of this session students will be able to properly avoid a problem bear using a variety of techniques, thereby avoiding the use of the firearm for a deadly purpose.

Description: This session will consist of an instructor-led discussion of bears and people and their interactions. The discussion will center on prevention of an imminent confrontation by using both human and bear senses. The session will include a discussion of past experiences of both instructor and students, including examples of previous encounters, both benign and disastrous, with all three types of Alaskan bears. Methods of avoiding a close confrontation will be stressed and will include but not be limited to, use of warning shots, shouting, identification, other noise, retreat, support, trickery and legerdemain.

Session 3: Personal Protective Equipment

Duration: 15 minutes

Session Objectives

Students will become familiar with the use of hearing protection (ear plugs and ear muffs), eye protection (shooters safety glasses) and gloves to be used during firearm cleaning.

Description: This session will consist of a short presentation by the ES&H coordinator in which the various hazards associated with firearm use will be discussed. The three types of personal protective equipment (PPE) used during firearm handling will be reviewed. The session will include a demonstration of the insertion of foam ear plugs as well as the use of ear muffs. The necessity for using adequate eye and hearing protection during firearm training events will be emphasized

The requirement for enrollment of all authorized firearm users in the Sandia Medical Hearing Conservation Program or an equivalent program will also be discussed.

Session 4: Ammunition Knowledge

Duration: 1 hour

Session Objectives

As a result of this session students will be able to:

- 1) Name the components of ammunition.
- 2) Describe the operation of ammunition when it is fired.
- 3) Describe how to identify the proper ammunition for a firearm.
- 4) Describe how to properly store ammunition.

Description: In this session, the effects of ammunition and their consequences for specific operations will be taught. The basics of ammunition, parts and operation will be discussed in detail. Identification of ammo and the use of correct ammo for the purpose is an integral part of ammunition use. Proper storage and rotation of ammo will be discussed. Dummy ammunition will be used for the firearms handling and manipulation portion of the course. Live ammunition will shown in this session (without firearms in the classroom) in order to teach the proper identification and knowledge of the ammunition.

Session 5: Firing Fundamentals

Duration: 1 hour

Session Objective

As a result of this session students will be able to:

- 1) Describe the fundamentals of firing the shot.
- 2) Demonstrate the proper fundamentals with an empty firearm.
- 3) Teach the fundamentals to other students.
- 4) Demonstrate a firearm function check as outlined in the Remington Model 870 Users Manual

Description: The students will learn the correct way to handle and shoot the firearms by dry firing in the classroom. They will learn the various shooting positions by progressing from observation, practice without the firearm, with the firearm and finally with firearm dryfire. Speed and agility in establishing the correct firearm position will be stressed. Standing and kneeling positions will receive the most emphasis since these two positions are likely to be most used in a bear confrontation. Proper body position, gun position, sight alignment, sight picture, breath control, hold control, trigger control, and follow through will be taught and practiced. This teaching will be with total participant involvement meaning, students will role play as coaches in order to further cement the learning objectives of the lesson.

Session 6: Live-Fire on the Range

Duration: 3 hours

Session Objective

As a result of this session students will be able to:

- 1) Understand the range safety rules in preparation for live firing.
- 2) Load, unload and fire the firearms rapidly, accurately and safely.

Description: A range safety orientation will be conducted at the live-fire range before any firing is done. All range rules of safety and procedure will be followed. During the safety orientation, all commands used to control firing on the range will be discussed, including the command to "cease fire" which may be given by anyone at any time.

Live-fire will include loading and unloading drills, firing from various positions and various distances that may be as long as 50 yards. Shooters will fire at lifelike targets in slow and rapid fire stages as assigned by the Chief Range Officer. A moving target will be used for realistic effect. The Chief Range Officer and the Range Safety Officer will confer and agree on the scenarios to be used and the necessary safety precautions to be in effect for each.

During live-fire activities, all personnel will use approved eye and ear protection as well as warm clothing. Time may be given for students to get out of the cold and warm up as determined by the wind chill factor. The range will be cleaned of spent shells and targets after the live-fire session.

Shooter Qualification

To pass the live-fire course, participants must receive a 70% or higher score. A passing score is required to be qualified for shotgun use as described in the Firearm Safety Plan for the ARM Climate Research Facility/North Slope of Alaska.

Session 7: Firearms Cleaning, Care and Storage

Duration: 1 hour

Session Objectives

As a result of this session students will be able to properly clean and store firearms after use.

Description: After the live fire session, the students will clean the firearms. Each student will have an instruction manual for the type of firearm used. Each student will disassemble, thoroughly clean, and reassemble one of the firearms used during the live-fire session. Also included in this session will be a discussion about safe and responsible storage of the firearms and the care required to keep them in usable condition. This session will include firearm cleaning but will not address other firearm maintenance and repair issues since a certified armorer routinely inspects the ACRF/NSA/AAO firearms.

Session 8: First Aid Refresher Training

Duration: 1/2 hour

Session Objectives

As a result of this session students will be able to appropriately respond to a firearm accident involving personal injury.

Description: Key elements of first aid response will be discussed including: injury assessment, how to call for help, assistance measures for chest puncture wounds, bleeding stoppage, and treatment for shock.

Course Certification

At the conclusion of the course, the firearm instructor will issue certificates of completion for the course.

Appendix B Live-Fire Range Use Procedures

The following procedures are to be used during live-fire training at firing ranges selected for use in the vicinity of Fairbanks, Alaska. The procedures are intended to insure that live-fire activities are conducted safely and in the spirit of DOE guidelines that have been published concerning live-fire range safety. Procedures to be followed at the DOE/NNSI Live-fire range are published in the DOE/NNSI Standard Operating Procedures and the implementation of these procedures is the responsibility of the NNSI firearm training instructors. The NNSI procedures are not reproduced here.

- 1) The firearm safety instructor is the designated person in charge and shall be responsible for all range activities during ACRF/NSA/AAO firearm training in Alaska.
- 2) The firearm instructor shall designate a range safety officer during firearm training and shall inform the range safety officer of his or her duties during live-fire training at the range.
- 3) Prior to commencement of live-fire training at the range, the instructor shall insure that the range is clear of all personnel down-range of the firing line.
- 4) Prior to the commencement of live-fire training at the range, the instructor shall inform all class participants of the rules of the range that will be in effect during the live-fire training.

- 5) If the range is shared with other members of the public on the days selected for ACRF/NSA/AAO training, the instructor shall coordinate range use and review all range rules with other shooters at the range prior to the commencement of live-fire training.
- 6) In the event of an accident that requires medical attention of personnel at the range; emergency medical services in the Fairbanks area should be activated by dialing 911.
- 7) Personnel protective equipment to be in use during live-fire training shall include safety glasses that comply with American National Standards Institute Specification Z87.1 and hearing protection that affords a Noise Reduction Rating of 26 dBA or better.

Appendix C Personnel Protective Measures During Firearm Cleaning

The following procedures identify the procedures and personnel protective measures that should be used by ACRF/NSA/AAO personnel during firearm cleaning during training classes conducted in Alaska or in Albuquerque at the DOE/NNSI facility.

- 1) Firearm cleaning shall be carried out in an area designated by the firearm instructor.
- 2) No ammunition shall be allowed in the designated firearm cleaning area.
- 3) Personnel protective equipment to be used during firearm cleaning procedures shall include safety glasses and protective gloves. ACRF/NSA/AAO personnel will provide these to all class participants.
- 4) Solvent-soaked rags and other waste associated with firearm cleaning shall be disposed of in a manner dictated by the local instructor and in a manner that is consistent with any applicable laws in the State of New Mexico or Alaska.

Appendix D: Shipment of ARM/NSA Firearms

The following policy addresses the shipment of firearms to and from the ACRF North Slope of Alaska site and has been adapted from a policy developed by DOE Non-Proliferation National Security Institute (DOE/NNSI) and proposed for inclusion in DOE firearm policy documents (Protective Forces Manual DOER 473.2).

Summary of Procedure

All firearm shipments to and from the ACRF/NSA/AAO shall be coordinated through the ARM/NSA Sandia office. Adherence to the following guidelines by ACRF/NSA/AAO staff will ensure that firearms reach their intended destinations without incident.

1. All firearms shall be shipped in lockable containers. Normally, firearms are shipped in metal or hard-plastic gun cases in a serviceable condition. The cases should also be sealed with a tamper-indicating device. Shipment cases shall also be banded with at least two metal bands. Packing lists shall be included inside the shipping container only, and not on the outside. The shipping addresses for Sandia and the ACRF/NSA/NSA site are included at the end of this document.
2. Firearms of a non-automatic nature (such as those used at the ACRF/NSA/AAO site) may be shipped utilizing priority overnight shipping with signature service at the receiving end of the shipment. Shipment via ground transportation mode is not

acceptable. Commercial carriers such as FedEx, UPS, and Airborne Express may be used.

Note: The following FedEx guidelines for shipment of firearms are excerpted from the FedEx web site.

FedEx Express can only accept and deliver **firearms** between areas served in the U.S. under the following conditions: You agree to tender shipments of **firearms** to us only when either the shipper or recipient is a licensed manufacturer, licensed importer, licensed dealer or licensed collector and is not prohibited from making such shipments by federal, state or local regulations. The shipper and recipient must be of legal age as identified by applicable state law.

Firearms must be shipped FedEx Priority Overnight service. FedEx cannot ship or deliver **firearms** C.O.D. or with a signature release. Upon presenting the package for shipment, the person tendering the shipment to FedEx is required to notify the FedEx employee who accepts the package that the package contains a **firearm**. The outside of the package must not be marked, labeled or otherwise identify that the package contains a **firearm**. **Firearms** shipments cannot be placed in a FedEx Express Drop Box.

You also agree not to ship **firearms** loaded or with ammunition in the same package. Ammunition is an explosive and must be shipped separately as dangerous goods. The shipper and recipient are required to comply with all applicable government regulations and laws including those pertaining to labeling. The Bureau of Alcohol, Tobacco & **Firearms** can provide assistance.

Note: A letter granting government agencies exemption from the requirement of being a licensed manufacturer, licensed importer, licensed dealer or licensed collector to be able to tender shipments of firearms to FedEx, is filed in the SNL ARM/NSA Program Office.

3. Notify the receiving site (in this case the ACRF/NSA/AAO program office at Sandia or the ACRF/NSA/AAO Barrow office) via fax or e-mail two working days prior to shipment with the type of shipment, carrier name, and expected delivery date. On the day of shipment provide the carrier's tracking number to the receiving site/agency.
4. If the shipment is not received within 24 hours of the expected delivery date, the receiving agency will notify the shipping agency (e.g. FedEx) who will investigate the delivery delay. The ACRF/NSA/AAO ES&H coordinator should also be notified at this time. If the shipment is not accounted for within 48 hours of the expected delivery date the delay will be considered a security incident and the shipping agency's Security Manager will be notified. Law enforcement agencies will be notified if appropriate.

Definitions

Tamper Indicating Device (TID): A numbered device that upon examination is easily identified as being tampered with. These are typically tapes and seals and are available commercially.

Sandia Labs Shipping Address

Sandia National Laboratories
Attention: Jeff Johnson
1515 Eubank Ave S.E.,
Bldg. 956, Room 113
Albuquerque, NM 87123

Sandia Labs Shipping Points of Contact

Jean Lewis, Sandia ACRF/NSA/AAO Office
505/844-8241 (voice)
505/844-0116 (fax)
E-mail: jrlewis@sandia.gov

Jeff Johnson, Sandia Security Force
505/844-5224 (voice)
505/845-9280 (fax)
E-mail: jcjohns@sandia.gov

ARM/NSA Shipping Address

ARM/NSA/AAO Duplex
Attention: Walter Brower
NARL Bldg 354
Barrow, AK 99723

ARM/NSA Shipping Point of Contact

Walter Brower, UIC Corporation, Barrow, AK
Telephone: (907) 852-5821
E-mail: walter.brower@barrow.com

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